



## *2016 Criminal Justice Information Users Conference*

September 27-28, 2016 – St. Cloud, MN

### **Exhibitor Fact Sheet**

Welcome to the 2016 BCA Criminal Justice Information Users Conference. This year's conference will provide hundreds of attendees from criminal justice agencies across Minnesota with new information on a wide range of criminal justice applications, policies and hot topics. It will provide exhibitors with direct access to those attendees. Our 2014 conference drew more than 600 attendees from across Minnesota seeking information about criminal justice products and services.

### **Schedule**

Exhibitor space is located in the River's Edge Convention Center, in the Terry Haws Center C. Exhibitors must check-in before setting up a booth.

#### Monday, September 26

- 4 p.m.-6 p.m.: Exhibitor set-up

#### Tuesday, September 27

- 6 a.m.-7 a.m. *or* 10 a.m.-Noon: Exhibitor set-up time
- 6 a.m.-Noon: Exhibitor check-in
- 7 a.m.-8 a.m., 12:15 p.m.-1:45 p.m., 2:45 p.m.-3:15 and 4:15 p.m.-5 p.m.: Exhibitor time with conference attendees

#### Wednesday, September 28

- 8 a.m.-9 a.m., 11:15 a.m.-12:15 p.m.: Exhibitor time with conference attendees
- 12:15 p.m.-2:30 p.m.: Exhibitor booth take-down

### **What's at Your Booth?**

- Each exhibitor will be provided with:
  - 8-foot table
  - Wireless Internet access
  - 2 chairs
  - Lunch on Tuesday & Wednesday
- Registration for two booth staff (additional staff will be charged \$50/person)
- Additional exhibitor amenities are available through the River's Edge Convention Center. See pages entitled 'Advance Electrical Service Form' and 'Telephone Service Order Form.'

#### **A Few Additional Details**

- » Exhibitor bios submitted by the August 15 deadline and which meet the identified requirements will be included in attendee brochure.
- » Attendees will be encouraged to visit with vendors throughout conference.
- » Attendees will receive a stamp card encouraging them to visit each exhibitor booth. Attendees who visit all booths will be eligible for a prize.

## Extras

Exhibitors may not give away items at their booth with a perceived value of over \$5. Exhibitors may donate items of any value to be given away as prizes during the conference. Prize winners will be drawn Wednesday, Sept. 28 from all conference attendees at the end of the morning announcements, and again during Wednesday's lunch break from attendees who visit all vendor booths and turn in their stamp card.

## Accommodations

Discounted hotel rates are available (see the Hotels page for the current list of hotels with discounted rates available). Let the hotel know that you will be attending the BCA Criminal Justice Information Users Conference.

## Contacts

To register, go to

[https://cjte.x.state.mn.us/ei/cm.esp?id=3&pageid=\\_3C20W9MNY&showpage=coursedet&course=092716EXH&start=eiscript](https://cjte.x.state.mn.us/ei/cm.esp?id=3&pageid=_3C20W9MNY&showpage=coursedet&course=092716EXH&start=eiscript). For additional information *prior to the conference*, contact Kim Lacek at [kim.lacek@state.mn.us](mailto:kim.lacek@state.mn.us) or 651-793-2478. *During the conference*, contact Jill Oliveira at 651-503-5418.